



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Office of the State Auditor (OSA)		
Department Contract Administrator or Grant Coordinator:		Kristin Guerette, Audit Manager – Administration Jacob Caron, Principal Auditor		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 28,730.00	Advantage CT / RQS #:	RQS27A20220630000000001527
CONTRACT	Proposed Start Date:	6/28/2022	Proposed End Date:	8/31/2023
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		CCH Incorporated DBA Wolters Kluwer Tax & Accounting Chicago, IL		
Brief Description of Goods/Services/Grant:		24 Audit Engagement Software license subscriptions for Electronic workflow and workpapers for Government entities		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

OSA currently completes audit engagements by paper. This includes printing all workpapers and hand reviewing and approving all workpapers, which then are bound and stored. Engagement software from CCH Incorporated will modernize OSA's workflow from start to finish. It will allow for auditing workpapers to be completed, reviewed and approved electronically. This will streamline the audit process and create efficiencies by allowing remote access to files while auditing in the field, in the office or home. The software will maximize telework capabilities; automate the archiving processes; reduce printing, paper, and other office supplies; and at the same time minimize employees need to interface, especially during a pandemic.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The need for this software is immediate and the State Office of Information Technology (OIT) does not offer this type of software. Therefore, we need to obtain it directly from the service provider, CCH Incorporated DBA Wolters Kluwer Tax & Accounting. This is a specialized industry with limited vendors being able to provide the exact product we require.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

OSA viewed demonstrations by three vendors and selected the vendor with the lowest cost per license that also includes deployment, training, and consultation. One vendor only offered a cloud-based system which is not an approvable option. The price per user license of \$766 is less than the competitive bid of \$1350.

4. Describe the plan for future competition for the goods or services.

The need for this software is immediate and the State Office of Information Technology (OIT) does not offer this type of software. Therefore, we need to obtain it directly from the service provider.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

☐ Yes – If Yes, please attach the approved Business Case(s).

☒ No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):



Typed Name:

Jacob B. Norton, State Auditor

Date:

6/30/22

Signature of DAFS
Procurement Official:

DocuSigned by:

Joseph Brioka

Typed Name:

Joseph Brioka, Director
of IT Procurement

Date:

6/30/2022